

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

August 22, 2016

ADDENDUM NUMBER 02

Your reference is directed to **File Number T 92661, Solicitation Number 3000006140** for the Invitation to Bid for the STATEWIDE CONTRACT - BAD BOY LAWN CARE EQUIPMENT, PARTS AND ACCESSORIES, BRAND NAME CONTRACT, which is scheduled to open at 10:00 a.m. (CT) on August 23, 2016.

The following changes are to be made to the referenced solicitation:

Bid Opening Date Now Reads: August 23, 2016, 10:00 AM CST

Bid Opening Date Changed to Read: August 30, 2016, 10:00 AM CST

The bid opening date has been extended to accommodate OSP Special Terms and Conditions which has been modified to include the revised Administrative Fee and Contract Usage reports language and format for the above referenced file.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED PROPOSAL.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum **does not** cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail to: Office of State Purchasing, Post Office Box 94095 Baton Rouge, LA 70804-9095 by hand delivery to: 1201 N. Third Street, Suite 2-160 Baton Rouge, LA 70802 or by fax to: (225) 342-8688. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of the bid.

Addendum Acknowledged / No Changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown.

Revisions shall be delivered prior to bid opening in a sealed envelope marked with the file number and the bid opening date and time, either by mail to: Office of State Purchasing, Post Office Box 94095,

Baton Rouge, LA 70804-9095, or by hand delivery to: 1201 North Third Street, Suite 2-160, Baton Rouge, La 70802, or by fax to: 225-342-8688. Electronic transmissions other than by fax are not being accepted at this time.

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For: _____ By: _____

File No. T 92661 Solicitation No. 3000006140

Administrative Fee or Rebate:

The State shall be due a minimum (1%) administrative fee to be payable to the State of Louisiana, Office of State Procurement in exchange for the management and facilitation of the contract(s) resulting from this solicitation. The calculation of the administrative fee or rebate includes any entity receiving contract pricing resulting from the awarded contracts. The administrative fee or rebate shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales made to entities located in the State of Louisiana under the contract. The check is to be made payable to the State of Louisiana, Division of Administration, Office of State Procurement. The check is to be mailed to the Office of State Procurement, Attn: Caroline Eidson, either through the U.S. Postal Service to our box at: P. O. Box 94095, Baton Rouge, LA 70804-9095; or through a courier service to our physical location at: 1201 North 3rd Street, Suite 2-160, Baton Rouge, LA 70802. The calculation of the administrative fee or rebate shall begin immediately upon execution of the contract and payment shall be made in accordance with the following schedule:

<u>Quarter</u>	<u>Payment Period</u>	<u>Payment Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

IF VENDOR/CONTRACTOR IS OFFERING A GREATER ADMINISTRATIVE FEE OR REBATE THAN SPECIFIED ABOVE, PLEASE INDICATE THE PERCENTAGE HERE:
_____ %

Contract Usage Reports:

The Contractor shall submit detailed contract usage reports quarterly to the Office of State Procurement Contracts Manager for the contract in accordance with the below schedule. Initiation and submission of the quarterly reports to the Office of State Procurement is the responsibility of

the Contractor without prompting or notification by the Office of State Procurement Contracts Manager. If these reports are not submitted in a timely manner, the Office of State Procurement shall have the right to terminate the contract.

The specific usage report content, scope, and format requirements is available on the Office of State Procurement website under Purchasing/Online Forms/Vendor Forms:

<http://www.doa.la.gov/pages/osp/vendorcenter/forms/index.aspx>.

In addition, the person's name who complies the report and their contact information shall be provided. The Office of State Procurement reserves the right to request copies of any purchase orders issued against the contract.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by the Office of State Procurement.

Schedule for submittal of usage reports:

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

ALL OTHER TERMS AND CONDITION REMAIN THE SAME